

BY GRACE

SPIRITUAL LEADERSHIP CONFERENCE

Title: Financial Administration Best Practices—13 Actions that Demonstrate Excellence in Stewardship

Speaker: Ben Hobbs

“A prudent man foreseeth the evil, and hideth himself: but the simple pass on, and are punished.” (Proverbs 22:3)

Introduction: _____

1. Creation of _____ and

A. Benefits

B. Appropriate for your stage of ministry

2. Management of _____ Handling

A. Offering collection and count procedures

B. Non-offering cash handling

3. Promotion of _____ Giving

- A. Benefits
- B. Cost

4. Control of Cash _____

- A. Have a purchasing approval process
- B. Have an Accountable Reimbursement Plan

5. Review of Major _____

- A. Competitive bidding
- B. Strategic sourcing
- C. Going green

6. Preparation of Annual _____

- A. Benefits
- B. Budgeting a surplus
- C. Budgeting debt retirement

7. Review of _____ Documents

- A. Addressing current day issues
 - B. Protecting the church and its members
 - C. What to include
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8. Review of _____ Coverage

- A. Annual meeting with provider
 - B. Understanding and managing risk
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9. Implementation of _____ Controls

- A. Purpose
 - B. Examples
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10. Performance of a Financial _____

- A. Purpose

B. Cost versus Benefit

11. Monitoring of _____

A. External

B. Internal

12. Filing for _____ Exemptions

A. Property Taxes

B. Sales and Use Tax

13. Looking out for _____

A. Anything by phone

B. Many things by mail and email

C. Get it in writing and be careful what you sign

Conclusion: _____

If you have a question for one of the Q&A sessions, please submit it to **QA@lancasterbaptist.org**.

